



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Ref. IC-2022-048

Date: 01-Jun-2022

Description of the assignment:	National Consultant for the Study of Gender Balance in the Renewable Energy Sources (RES) Sector
Work location:	Home based in the Republic of Kazakhstan
Project name:	00101058 – UNDP - GEF Project "Derisking Renewable Energy Investment" (DREI)
Period of assignment/services (if applicable):	80 working days (estimated July - October 2022)

Proposal in *.pdf format should be submitted to email address procurement.kz@undp.org with reference to **IC-2022-048 and name of position** in the subject line no later than **17:00 (Nur-Sultan time) on June 16, 2022**.

Important Note: Technical and Financial Proposals must be submitted in separate PDF files (Annexes 4 and 5).

Any request for clarification must be sent by standard electronic communication to the address gyulnara.karpisheva@undp.org.

1. BACKGROUND

The goal of the DREI project is to promote private sector investment in renewable energy sources (RES) in Kazakhstan to achieve Kazakhstan's renewable energy targets for 2030 and 2050. The DREI project targets both large scale and small scale renewable energy generation. The goal of the project is to achieve the transformation of the energy market in Kazakhstan by expanding the use of renewable energy sources in the electric power industry from 1.1% in 2017 to 10% by 2030, i.e. increase the production of renewable energy by about 10 times.

To achieve the goal, the project includes activities to support renewable energy projects, which should reduce emissions of at least 460,000 tons of CO₂. In addition, by the end of the project, the project should support the commissioning of 9.5 MW of capacity, small-scale renewable energy (RES) generation, which will produce about 500 GWh of energy.

The project includes three components:

- Component 1 - Large Scale Renewable Energy: Policy and Financial Derisking Measures.
- Component 2 - Renewable Energy for Life: Policy Derisking.
- Component 3 - Renewable Energy for Life: Financial Measures to Reduce Risks; information and education.

This consulting assignment is a part of Activity 1.2.1 under Component 1 / Output 1.2.

PURPOSE OF WORK:

The purpose of this work will be to provide a service to study the gender balance in the renewable energy sector, taking into account mechanisms to support gender equality and forecasting the possible creation of jobs for women, including analysis of legislation and regulations (NLA), and an online seminar on the current state of the gender balance in the energy sector and the prospects for renewable energy from a gender perspective.

2. SCOPE OF WORK

Under the guidance of the Project Manager, in close cooperation with the UNDP Gender Specialist and the project team, and in close cooperation with the Department RES of the Ministry of Energy, the National Consultant will work on the following scope of work:

Stage 1: Analysis of the mechanism for supporting gender equality.

- 1.1 Preparation and coordination with the Project and the gender specialist on the proposed concept of the study.
- 1.2 Study of the gender balance in energy companies and other organizations in the field of renewable energy of the Republic of Kazakhstan for 2019-2021. The structure and summary of the study should be agreed in advance with UNDP.
- 1.3 Study of the situation, developments and recommendations for the implementation of mechanisms to support gender equality in the Republic of Kazakhstan with a forecast of the possible creation of jobs for women in the energy sector, including the renewable energy sector.
- 1.4 Analysis of current issues in the energy sector that affect the improvement of gender equality and self-realization opportunities for girls and women in the Republic of Kazakhstan, as well as risk assessment for vulnerable groups such as rural residents, migrants, people with disabilities (social, economic, everyday aspects, and etc.). This analysis should include a review of the scientific literature.
- 1.5 Analysis of corporate policies of foreign companies in the energy and renewable energy sector on gender equality issues, with an assessment of the applicability of various policies and practices in Kazakhstani organizations.
- 1.6 Analysis and recommendations for the implementation of the SDGs and ESG at the company and industry level, with a focus on gender equality indicators. World practice.
- 1.7 Analysis of the benefits of developing the renewable energy sector in remote settlements of the Republic of Kazakhstan as an element of supporting women in everyday matters, in the absence and limited central heating / energy supply, including social, economic and housekeeping aspects, in relation to various renewable energy technologies and their application (solar collectors , heat pumps, solar photovoltaic panels, fuel briquettes, etc. - the list of technologies must be agreed with UNDP in advance).
- 1.8 Preparation of practical recommendations for large and medium-sized corporations in Kazakhstan on corporate development (SDGs and ESG) and women's capacity building to build a career in energy sector companies and industry organizations for renewable energy.

Stage 2: Analysis of legislation and regulations.

2.1 Analysis of the legislation and by-laws of the Republic of Kazakhstan with aimed at facilitating the jobs accessibility and realization of the potential of women in the energy market, including in the renewable energy sector, taking into account typical life situations and constraints faced by women.

2.2 Analysis of barriers, preparation of a comparative table and recommendations for changing regulations to improve the gender balance in the energy sector, covering the renewable energy sector.

2.3 Analysis of the legislative framework in other countries, an assessment of the implementation of gender development policies in the energy and renewable energy sectors (SDGs and ESG).

2.4 Development of proposals for improving national programs, projects, road maps and other policy documents of the Republic of Kazakhstan to increase the share of the employed and the role of women in the energy sector, as well as in the renewable energy sector.

Stage 3: Analysis of existing training programs in the country, preparation of an information booklet and delivering an webinar.

3.1 Preparation of information material “Success stories of women in the energy and renewable energy sector of Kazakhstan” (success stories and career building).

3.2 Recommendations on training and improving the skills of women in the energy sector, analysis of various training programs existing in the country and preparation of proposals in the necessary areas of training activities on RES issues.

3.3 Conducting an online seminar on the current state of gender balance in the energy sector and prospects in the field of renewable energy, taking into account gender aspects. The format, program, and presentation materials have to be agreed with UNDP prior to the event.

3.4 Preparation of a preliminary and final assessment of knowledge on the topic and analysis of the proposals received from the seminar participants, preparation of the final draft of recommendations.

3.5 Preparation of an information booklet containing current issues of gender balance in the renewable energy sector, as well as support measures for gender equality in the industry.

Stage 4

4.1 Preliminarily agree on the format, content and volume of the final report. Preparation and presentation of the final information and analytical report covering the results of the work performed by the UNDP team.

The work should be presented and discussed with all interested stakeholders and parties, including, but not limited to: the Ministry of Energy, Industry and Infrastructure Development, the National Commission on Women's Affairs, public organizations involved in gender agenda.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

- Higher education in one of the following areas: technical sciences, economics, ecology, sustainable development, social sciences.
- At least 5 years of experience in conducting research, preparing analytical materials, briefing papers and presentations in the field of gender equality and women's empowerment.
- At least 3 years of experience in organizing and conducting seminars, trainings and master classes in the field of gender equality and empowerment of women.
- At least 3 years of experience in working with legislative acts and regulatory documents of the

Republic of Kazakhstan.

- Experience in the activities of companies and organizations in the energy sector, interaction with companies in the energy and renewable energy sector of the Republic of Kazakhstan will be an advantage.
- Experience of working with UNDP and other international organizations will be an advantage.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

The following documents in *.pdf to be attached to the proposal (maximum size 19Mb) and sent to procurement.kz@undp.org:

- A duly completed and signed **letter of interest and readiness to work** according to the template provided by UNDP (Annex 4);
- **Financial proposal** in local currency (Kazakhstani tenge), which indicates the fixed total cost of the contract with a breakdown of costs in accordance with the UNDP template (Annex 5).
- If the Applicant is employed by an organization/company/institution and he/she expects his/her employer to charge a management fee during his/her transfer to UNDP under a Reimbursable Loan Agreement (RLA), the Applicant must indicate this item and make sure that all such costs are duly included in the financial proposal submitted to UNDP.
- **Detailed personal CV**, which includes previous work experience and skills related to the assignment, as well as all necessary contact information (email address, phone number, etc.) and three professional references.
- **Copies of higher education diplomas** and other documents confirming work experience, knowledge and skills (certificates of advanced training, awards, etc.).
- **Brief essay** explaining why the applicant considers himself the most suitable candidate for the proposed position.

5. FINANCIAL PROPOSAL

This contract is concluded in national currency (Kazakh tenge) for a fixed amount, including the cost of consulting services.

Payment will be made in 3 tranches after the satisfactory completion of each item of the scope of work of the Terms of Reference and approval of the results by the Project Manager.

In this regard, the Consultant's proposal must be submitted indicating a lump sum payment for the following tranches:

Stage of work	% of the contract amount
Result 1	40%
Result 2	30%
Result 3	30%
Result 4	

6. EVALUATION

Individual consultants will be assessed based on cumulative analysis or combined assessment method. The award of the contract must be made to the individual consultant whose proposal has been assessed and determined as:

- I. acceptable and meeting the minimum requirements
- II. got the highest score according to predefined technical and financial criteria:
 - a. Share of technical criteria: 70%
 - b. Share of financial criteria: 30%

- **Step I: Preliminary evaluation** of offers. ONLY fully and timely submitted applications with all required documentation (CV, diploma, short essay explaining why the applicant considers himself/herself the most suitable for the job, Annex 4, Annex 5,) would be considered for shortlisting;
- **Step II: Shortlisting** (Pass/fail). Applications will be shortlisted meeting the following mandatory criteria:
 - ✓ Higher education in one of the following areas: technical sciences, economics, ecology, sustainable development, social sciences;
 - ✓ At least 5 years of experience in conducting research, preparing analytical materials, briefing papers and presentations in the field of gender equality and women's empowerment;
 - ✓ At least 3 years of experience in organizing and conducting seminars, trainings and master classes in the field of gender equality and empowerment of women;
 - ✓ At least 3 years of experience in working with legislative acts and regulatory documents of the Republic of Kazakhstan;
- **Step III: Technical Evaluation** = maximum 1,300 points, which consists of a technical assessment of qualifications and experience - 1,000 points and an interview - 300 points.
 - ✓ Only candidates obtained a minimum of 70% (out of 1,000 points maximum) will be admitted to interview;
 - ✓ Only candidates obtained a minimum of 70% (out of 300 points maximum) will be considered for financial evaluation.
- **Step IV: Financial Evaluation** = 557 points.

Criteria	Weight / specific value	Minimum score	Maximum score
Technical evaluation			
Higher education in one of the following areas: technical sciences, economics, ecology, sustainable development, social sciences: <i>Bachelor's degree - 140 points</i> <i>Master's degree - 170 points</i> <i>Doctor of Science (PhD) degree - 200 points</i>	15.4%	140	200
At least 5 years of experience in conducting research,	18.5%	168	240

preparing analytical materials, briefing papers and presentations in the field of gender equality and women's empowerment: 5 years of experience - 168 points For each additional year - 12 points Maximum - 240 points			
At least 3 years of experience in organizing and conducting seminars, trainings and master classes in the field of gender equality and empowerment of women: 3 years of experience - 140 points For each additional year - 12 points Maximum - 200 points	15.4%	140	200
At least 3 years of experience in working with legislative acts and regulatory documents of the Republic of Kazakhstan: 3 years of experience - 136.5 points 4-5 years of experience - 156 points 6-7 years of experience - 175.5 points 8 years of experience or more - 195 points	15%	136.5	195
Experience in the activities of companies and organizations in the energy sector, interaction with companies in the energy and renewable energy sector of the Republic of Kazakhstan will be an advantage: Lack of experience - 0 points Experience - 100 points	7.7%	70	100
Experience working with UNDP and other international organizations will be an advantage: Lack of experience - 0 points Experience - 65 points	5%	45.5	65
Subtotal	77%	700	1000
Interview	23%	210	300
Overall Technical Assessment Score	100%	910	1 300

Financial (Lower Offer/Offer*30)	30%
Total Score	Technical score 70% + 30% Financial

Weight per Technical Competence	
Weak: Below 70%	The individual consultant/contractor has demonstrated a WEAK capacity for the analyzed competence

Satisfactory: 70-75%	The individual consultant/contractor has demonstrated a SATISFACTORY capacity for the analyzed competence
Good: 76-85%	The individual consultant/contractor has demonstrated a GOOD capacity for the analyzed competence
Very Good: 86-95%	The individual consultant/contractor has demonstrated a VERY GOOD capacity for the analyzed competence
Outstanding: 96-100%	The individual consultant/contractor has demonstrated a OUTSTANDING capacity for the analyzed competence

ANNEXES**ANNEX 1- TERMS OF REFERENCES (TOR)****ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS****ANNEX 3- INDIVIDUAL CONTRACT TEMPLATE****ANNEX 4 - OFFEROR'S LETTER TO UNDP/CONFIRMATION OF INTEREST****ANNEX 5 - FINANCIAL PROPOSAL FORM****APPROVED BY:****Karina Amralina**

Head of Procurement Unit, OiC

Signature:

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Karina Amralina

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